

CITY OF HARRISBURG AUTOMATIC PAYMENT PROGRAM (CHAPP)

Has now been expanded to accept
City Utility and City & School Real Estate Tax Payments



No Monthly Postage Costs

***Saves Time

Easy Sign Up***

No More Overdue Utility or Real Estate Tax Bills



Your enrollment in **CHAPP** allows the City of Harrisburg to automatically withdraw the amount of your monthly Utility Bill or Payment Arrangement for utilities and real estate taxes from your checking account. Just subtract the amount due from your checking account on the date(s) that you have chosen.* You will have up to three (3) business days before the money is withdrawn from your account to review your bill and to call the City Treasurer's Office to stop payments or ask questions.

***Please note: In the event that the date(s) you have chosen fall on a weekend, or on a bank or federally-recognized holiday, the automatic withdraw from your account will occur on the next business day.**

See enrollment instructions on the back of this form.

If you have any questions regarding **CHAPP**, please call the City Treasurer's Office at (717) 255-3046.

-----Detach Here-----

CITY OF HARRISBURG AUTOMATIC PAYMENT PROGRAM (CHAPP) AUTHORIZATION FORM

Name _____ Day Time Phone Number (_____) _____

Mailing Address _____ City _____ State _____ Zip _____

Property Address _____ Email Address _____
(List additional properties on separate page)

Please indicate which payments and when you would like them withdrawn from your checking account:

☐ I am already enrolled in **CHAPP**. Please initiate the following additional payments.

Monthly Utility Bill:

- ☐ Once a month on due date.
- ☐ Twice a month every other Thursday as indicated on your monthly bill. No withdrawals will occur on the 5th Thursday of any month.

City Real Estate Tax Bill:

- ☐ **On the discount date on the bill.**
- ☐ **Payment Plan – last business day of February, April, June & August.**

Return Form by 02/15

School Real Estate Tax Bill:

- ☐ On the discount date on the bill.
- ☐ Payment Plan – last business day of August, October & November.

Return Form by 08/15

ENROLLMENT INSTRUCTIONS

TO ENROLL: Mail the following documents to the *City Treasurer's Office, 10 N. 2nd Street, Suite 103, Harrisburg, PA 17101*: (1) your signed Authorization Agreement below, (2) list on a separate page the properties for which you want payment automatically withdrawn from your current checking account, and (3) a blank check from that account with the word "VOID" written across the front of the check.

AUTHORIZATION AGREEMENT FOR CHAPP

I hereby authorize my financial institution to charge the account I have specified in the amount of my monthly City utility or annual real estate tax bill or Payment Arrangement and send that amount to the City of Harrisburg. I acknowledge that the receipt of an invoice for City utility or real estate tax charges from the City of Harrisburg constitutes prior notice to me concerning my prearranged payments which may differ from billing period to billing period. I understand that I can terminate this payment option by notifying the Harrisburg City Treasurer's Office **in writing** no less than three (3) business days before the due date. I also understand that the Harrisburg City Treasurer and/or my financial institution have/has the right to terminate my participation in this payment option at their discretion. In the event that I change the account or financial institution specified, I agree to promptly provide written authorization for the new account or financial institution to the Harrisburg City Treasurer's Office. I understand that the automatic check withdrawal option is only a payment option and I am fully responsible for the payment of my monthly utility bill and my annual real estate tax bill. I also understand that there will be a handling fee for each payment that cannot be processed due to non-sufficient funds (NSF), inactive accounts, etc. Furthermore, I understand that any withdrawal not honored by my bank or financial institution for any reason will result in my being charged a late payment fee on my utility and/or real estate tax account.

Signature _____ Date _____